



## STATE STUDENT ASSISTANCE COMMISSION OF INDIANA



### General Security Agreement for the Use of the Commission's Hoosier Online

The Hoosier Online Database (Hoosier Online) referred to in this agreement is the system used by the Commission and an eligible high school (Institution) to exchange information about high school students as part of their application for state financial aid. The use of HOOSIER ONLINE by Institution counselors is an essential part of delivering state financial aid to Indiana students and families. In lieu of a written and counselor signed certificate, it is understood that by logging into and entering or uploading a student record into HOOSIER ONLINE, the Institution and its counselors agree that:

1. Each counselor has Internet access on a computer using either of the browsers Internet Explorer 4.0 or later or Netscape 4.77 or later, with appropriate settings to access the Commission's secure Internet server via the URL <http://www.in.gov/ssaci/highschool/>.
2. Passwords and user identification numbers (IDs) used to access HOOSIER ONLINE are to be treated as confidential information. The Institution will authorize a limited number of employees to have access to HOOSIER ONLINE. Moreover, employees of the Institution will not share passwords and IDs with anyone except Institution-authorized persons.
3. Computerized files created by or for the Commission and all information and documents associated with these files are considered owned by the Commission once they are transmitted to the Commission. To the extent authorized by law, these files and the data contained within these computerized files will be treated with the utmost confidentiality.
4. The Institution will take reasonable precautions to protect the data owned by the Commission from unauthorized access, change or destruction. Data will not be altered, destroyed, copied, uploaded, or downloaded from HOOSIER ONLINE except as authorized by the Commission.
5. It is understood that, if it appears to be urgent and necessary, the Commission reserves the right to revoke, without notice, the electronic access it has granted to the Institution.
6. The Institution will take reasonable precautions to make sure that any employee whose change in employment status or duties no longer necessitates access to the Commission's data is denied access to that information.
7. The Institution will comply with all appropriate federal and state of Indiana information security and confidentiality laws and the Commission's security and confidentiality policies and procedures.
8. The Institution will maintain a historical record that identifies to the Commission or its representative the individual(s) who create, update or transmit the Commission's data.
9. To the extent authorized by law and caused by the negligence or intentional misconduct of itself, its employees or agents, the Institution will accept liability for any direct or consequential damages to the Commission and its databases.
10. Based on seventh semester grades, the HOOSIER ONLINE information submitted via the Internet is a true and accurate list of those students who meet all Hoosier Scholar Award requirements stipulated by SSACI.

**Contact Person (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**High School Name:** SSACI High School  
**Address:** 150 W. Market St.  
**City:** Indianapolis, IN 46204